

**City of Auburn Public Services
Department**

**Public Services
Supervisor**

The City of Auburn is seeking applicants for the position of Public Services Supervisor. This fulltime, mid-management, working-supervisory position is responsible for managing the work productivity of several crew members as it relates to all highway maintenance and the department's mission. This position requires evaluating employee and work projects, planning, assigning work, maintaining proper discipline, preparing work schedules, expediting work flow, solving problems, ensuring a safe work environment, demonstrating leadership, and possessing a keen sense of public relations and customer service. This position requires the ability to develop cooperative and supportive relationships with the public, management, co-workers, and crew members. This position also requires the use of computer skills for creating reports, spreadsheets, documents, and email. The City works from a MS Office platform and uses Lucity software for work order management and inventory control. Weekend, evening, and being available for on-call work, often in inclement weather, is also required.

Desirable training should include, but not be limited to: high school diploma or equivalent, current CDL, prior supervisory and highway maintenance experience, working knowledge of public works heavy equipment and the maintenance thereof, oral and written communication, as well as the ability to comprehend and administer city and state laws, as well as the latest edition of the Manual Uniform Traffic Control Devices, Roadway Fundamental for Municipal Officials, and the Maine Local Roads Manuals.

Pay is dependent upon qualifications. The City of Auburn offers a competitive fringe benefits package. Send cover letter, resume and three references to: Christine Mumau, HR Specialist, 60 Court Street, Auburn, ME 04210. Tel 207-333-6601 ext 1416. E-mail address cmumau@auburnmaine.gov.

Review of resumes will commence immediately and will remain open until the position is filled.

The City of Auburn is an Equal Opportunity Employer